

**SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION
DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE POLICY**

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. Purpose

The Department of Administration is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain a safe and secure environment that is alcohol and drug-free. This organization also encourages employees to voluntarily seek help with drug and alcohol problems.

II. Covered Workers

Any individual who conducts business for the Department of Administration, is applying for a position or is conducting business on the Department of Administration's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to full-time employees, part-time employees, volunteers, interns and applicants. This drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the Department of Administration. Therefore, this policy applies during all working hours, whenever conducting business or representing the agency, while on call, paid standby, while on Department of Administration property and at Department's-sponsored events.

III. Prohibited Behavior

- A. It is absolutely prohibited for any employee, on Department of Administration time or premises, to use, manufacture, distribute, dispense or possess narcotics, drugs or other controlled substances, unless as prescribed by a licensed medical practitioner.
 - 1. Employees shall notify their immediate supervisor when required to use prescription medicine which they have been informed has the potential to impair job performance. The employee shall advise

the supervisor of the known side effects of such medication and the prescribed period of use. Employees are under no obligation to disclose prescription medication whose effects or side effects do not impair job performance.

- B. Employees are prohibited from conducting Agency business under the influence of alcohol. "Under the influence" means having any detectable concentration of alcohol in the body. The use of alcohol on agency premises or while conducting agency business is prohibited, except at approved agency sponsored social events. Alcohol consumption at an agency sponsored event is completely voluntary and should be in moderation.
- C. No employee shall perform a safety-sensitive function within four (4) hours of ingesting alcohol, including but not limited to driving a Department of Administration vehicle.

IV. Notification of Convictions

Any employee who is convicted of a criminal drug violation occurring on or off Department of Administration premises must notify the agency within five calendar days of the conviction. Law enforcement agencies will be notified whenever illegal drugs are found in the workplace (or contained within state property). Additionally, Federal contracting agencies will be notified when appropriate.

V. Consequences

- A. If an employee is involved in a motor vehicle accident while driving a State-owned vehicle, the Department of Administration reserves the right to have the employee drug and/or alcohol tested.
- B. Violations of this policy may result in disciplinary action, up to and including termination, and may have legal consequences. Each case will be reviewed and necessary action will be taken depending on the circumstance.
- C. The Department of Administration reserves the right to test employees it reasonably suspects to be using drugs or alcohol in violation of this policy.

VI. Drug-Free Awareness Program

- A. The agency recognizes drug and alcohol as a potential health, safety and security problem. The Department of Administration encourages employees to contact

the State services by the Alcohol and Other Drug Abuse Services, Job Retention Services or State Group Insurance Plans, as appropriate.

Alcohol and Other Drug Abuse Services
2414 Bull Street
Columbia, SC 29202
(803) 896-5555

Job Retention Services (EAP)
SC Vocational Rehabilitation
1410 Boston Avenue
West Columbia, SC 29170
(803) 896-6500

- B. In lieu of termination for violation of this policy, the employee may be required to enter a drug or alcohol rehabilitation program.